

Weekly Management Report

September 26, 2014

1. **Memo** – 550 North Third Street Mixed Use Project Summary – Community Development Department
2. **Memo** – Proposed Magnolia Park Reforestation Plan – Park, Recreation and Community Services Department
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12. **Notes** – City Notes, September 26, 2014 – City Manager



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: September 26, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: **550 North Third Street Mixed Use Project**


Just FYI, I asked Joy Forbes to prepare this project description so that the City Council is fully aware of the nature of the project that is starting to go through its review process.



memorandum

DATE: September 18, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: **550 North Third Street Mixed Use Project Summary**

As requested, below are some details about a proposed project at the corner of Third Street and Cypress Avenue. This item is tentatively schedule for consideration by the Planning Board and the City Council later this year.

- The project proposes a mixed-use development with 97 apartment units and 1,526 square feet of retail space on the 0.89-acre site. The project is a single six-story building with a maximum height of approximately 70 feet built over a subterranean and semi-subterranean parking structure with 189 parking spaces.
- Vehicular access to the project site would be provided from two gated driveways accessed from the alley.
- The retail space is limited in size to encourage a "mom and pop" neighborhood serving use, such as a café and/or bakery that can be sustained by the adjacent neighborhood.
- The applicant is requesting approval of a Planned Development, as well as designation as an Exceptional Project which would allow for a 25 percent increase in the maximum density from 77 units to 97 units.
- The project exterior would be clad in wood composite panels, prefinished fiber cement panels, power coated textured metal panels, textured decorative concrete masonry, smooth troweled stucco, and glass guardrails. The materials would be featured on all facades.
- The corner of Third Street and Cypress Avenue would be set back providing an open space area. The rear of the project would also be set back 18 feet from the adjacent building to provide additional open space. The building would be scaled to maintain a three-story façade along Cypress Avenue with an additional setback above the fifth floor. In addition, the fourth and sixth floor common spaces would be set back to further reduce the mass of the Cypress Avenue façade. Over half of the alley elevation would be set at least 13 feet off the alley setback to reduce the building mass along the alley.



CITY OF BURBANK
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(818) 238-5800
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DATE: September 26, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Proposed Magnolia Park Reforestation Plan and Response to Tracking List Item #1589

I am providing the attached report to advise you that I asked the Park, Recreation and Community Services staff to "accelerate" the Magnolia Park reforestation effort to a fifteen year process. While this is still a very long process, I felt it was important to deal with these difficult street trees (and their damage and liability) more rapidly than we have.

Staff will come forward with a budget appropriation as part of the next budget cycle, so this is intended simply as early notice that we will be escalating our efforts. I believe this should be a high priority effort. When reforestation and sidewalk repair is done in this manner, it minimizes impacts to the on-street canopy, but it does allow us to deal with the highest liability conditions as soon as possible.



CITY OF BURBANK

Park, Recreation and Community Services Department

Date: September 16, 2014

To: Mark Scott, City Manager

From: Judie Wilke, Park, Recreation and Community Services Director
By: Glen Williams, Landscape/Forestry Services Superintendent

Subject: PROPOSED MAGNOLIA PARK REFORESTATION PLAN AND
RESPONSE TO TRACKING LIST ITEM #1589

There are approximately 500 trees along Magnolia Boulevard between the I-5 Overpass and the City limits and on Hollywood Way between Clark Street and Chandler Boulevard. Approximately 200 of these trees are Ficus Trees (*Ficus microcarpa* 'Nitida'). Due to the many infrastructure issues and numerous complaints from business owners, Park Recreation and Community Services (PRCS) Forestry Services suggests removal of the Ficus trees over time. Over the course of many years as the Ficus Trees fell out of favor and required replacement, they were replanted with several different species creating a mix of trees. In looking at the tree replacement, it is important to take a step back and look at not just the Ficus trees, but all of the existing trees and look at how to create a more unified Magnolia Park District.

After evaluation of the entire area, staff is suggesting the removal of almost all the trees over the course of the next 15 years and replacing them with one of two species. Along Magnolia Boulevard at each corner a Pink Trumpet tree (*Tabebuia impetiginosa*) will be installed and the remaining trees on each block would be Autumn Gold Ginkgo trees (*Ginkgo biloba* 'Autumn Gold'), except for the two blocks on either side of Hollywood Way (between Avon and Kenwood) which will be Pink Trumpets to uniformly match the trees along Hollywood Way which will also be Pink Trumpet trees. Pink Trumpet trees were installed at the intersection as part of the rehabilitation project which included Porto's Bakery some years ago. Both the Ginkgo and Pink Trumpet trees should be easy to maintain under the electric lines in the area as the maintenance height required for the electric lines is very near the maximum height in Southern California for these trees.

The reforestation plan would call for the removal of every 15th tree and replacing with the correct species. While in some cases this will mean the removal of fairly recently planted trees, staff feels this will give a more unified and purposeful look to the area once completed. However, this will create a variation in the number of Ficus trees removed each year but overall it provides a systematic approach to the project. For

example, during the first year there will be 21 Ficus trees removed, 13 in the second year, 11 in the third year, and eight in the fourth year. Thus, each year the plan is to remove a total of 26 trees along Magnolia Boulevard and six trees along Hollywood Way for a total of 32 trees. However, during the first year of removals staff will remove five Yew Pines (*Podocarpus macrophyllus*) at 1033 North Hollywood Way because they do not have sufficient sidewalk to allow passage without forcing people onto private property. Due to the access issues (particularly as they relate to the ADA), these trees will not be replaced.

Currently PRCS removes six to eight Ficus Trees per year and Public Works (PW) replaces concrete around the trees once PRCS has completed its work. The additional removals and replacements as well as concrete sidewalk, curb and gutter work were not accounted for in current PRCS and PW budgets, nor planned for in crew schedules. The additional annual appropriations that would be needed for 32 trees are estimated at \$75,000 (\$2,344 per tree) for concrete rehabilitation and \$26,000 (\$812.50 per tree) for tree removals. These estimates are based on the current contracts PW and PRCS has for this type of work. Although the PRCS Department has adequate funds to handle the replanting costs, a determination needs to be made about what size tree to plant. Fifteen gallon trees would cost approximately \$4,000 (\$115 per tree) and using twenty-four inch box trees, which would be more substantial while relatively affordable, would be approximately \$7,000 (\$215 per tree).

Staff recommends hiring a contractor to perform all work, including removal, concrete repairs and replanting. It is staff's opinion this will be the most cost and time effective approach to the project. If existing PRCS staff has to complete the removals and replanting, it will negatively impact the annual grid pruning schedule. The Public Works concrete crew is focused on responding rapidly to reports of sidewalk upheavals; redirecting their efforts to Magnolia Park would delay this other important work. In addition, it is thought this will be the least disruptive approach for the surrounding residents and businesses because a contractor could mobilize more resources at one time and complete the work more rapidly, whereas our crews would come in multiple times throughout the project. Lastly, having the contractor plant the replacement trees will likely be an incentive to ensure they remove the stump to a sufficient depth to allow for appropriate replanting. Overall, it is believed that combining the work with one contractor will be cost effective and not impact existing PRCS and PW services.

Hiring a contractor will require a Meet and Confer with the Burbank City Employees Association. Should staff be directed to pursue this work through a contract, staff will meet with the BCEA to explain the 15 year reforestation plan and seek their input with the approach.



September 22, 2014

Via Email; Original via U.S. Mail

Mr. Mark Scott
City Manager
City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Re: Regional Intermodal Transportation Center Lighting

Dear Mark,

As a follow up to my September 3, 2014 letter regarding lighting within the Regional Intermodal Transportation Center, I am pleased to inform you that a 30-day trial period for reduced late evening/early morning hours has been set.

The rental car companies have agreed to the trial period beginning on Wednesday, October 1st. During the trial period, between 11:00 PM to 05:00 AM daily, fifty percent of the lights will remain active on alternating rows.

However, please be advised that if during the trial period the rental car companies identify any safety or security issues attributable to the reduced lighting, the rental car companies will return the lights back to their original level.

If there are any questions, please advise me at your earliest convenience.

Sincerely,


Dan Feger
Executive Director

cc: BGPAA Commissioners



memorandum

DATE: September 22, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director 

SUBJECT: Small Lot Subdivision Community Meeting – September 16, 2014

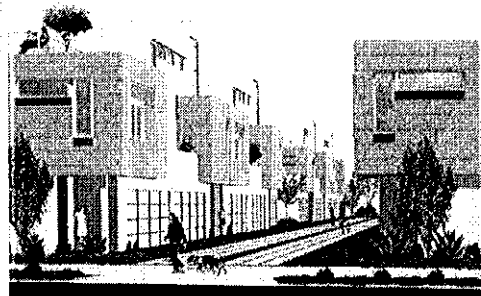
Staff was approached over one year ago by housing developers who are interested in small lot subdivisions (SLS). The attached PowerPoint presentation explains what these are and their potential benefits. After visiting some nearby SLS developments (regulations currently exist in Los Angeles), staff agreed that it might be a good way to preserve some of the lower density housing existing on multi-family lots and provide additional options for single-family home ownership within multi-family neighborhoods. Staff previously held a study session with the Planning Board in March 2014 followed by a community meeting on September 16, 2014 to gather input from multi-family property owners and potential SLS developers.

- Staff gave an overview of what SLS are and then took questions from the attendees.
- Numerous residents/property owners expressed support or interest in the idea of SLS developments. The general sentiment was that it would be a good way to encourage home ownership and provide new housing for first-time homebuyers.
- Others liked the idea of less water usage, since these homes would not have large lawns.
- A question was asked about building pre-fab homes as part of an SLS development. There are no laws prohibiting pre-fab homes as long as they meet all building codes.
- The majority of concerns appeared to be related to parking and landscaping/buffer zones. Several people thought that two-car parking (as proposed) was not sufficient. Guest parking requirements were suggested as a way to alleviate on-street parking congestion. One resident thought that the amount of cars that residents could have should be limited.
- A few residents were concerned about where trash dumpsters for SLS would be located.
- Other residents expressed concern about the distance between SLS homes, as well as the distance between SLS homes and other existing residences. They seemed to support the idea of an increased setback between R-1 and SLS developments.
- Residents wanted more visual examples to get a better sense of what SLS homes look like.
- One resident did not like the concept and felt that SLS developments would create overcrowded/slum-like situations. Did not like any comparison to Los Angeles' ordinance.

The City of Glendale has also been looking at an SLS ordinance and invited Burbank staff to a meeting to discuss ordinance options with developers. Staff will continue to seek input on a potential SLS ordinance and seek City Manager input concerning pursuing development of an SLS ordinance which helps to meet home ownership goals identified in Burbank2035.

Small Lot Subdivisions

Community Meeting
September 16, 2014



What is a small lot subdivision?

- In a multi-family zoned area, lots could be split into smaller, independent lots.
- Each of these could be improved with one single family home.
- Homes are structurally independent – they can't share walls or foundations.
- You own both the land and the home.



Why would someone want to live in one?

- Each home is bought and sold in the same way as a traditional single family home.
- There are no Homeowners' Association fees.
- Might be a little less expensive than traditional single family homes.
- Less yard area to maintain/less water usage.
- No common walls between buildings, feels more like a traditional single family home.

Why^{else} would someone want to live in one?

- Existing detached buildings (such as bungalows) may be converted into a small lot subdivision.



- Preserving these homes could help maintain community character.
- An opportunity for existing rental units to become owner-occupied.

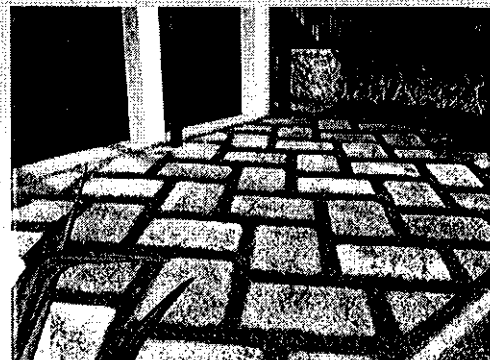
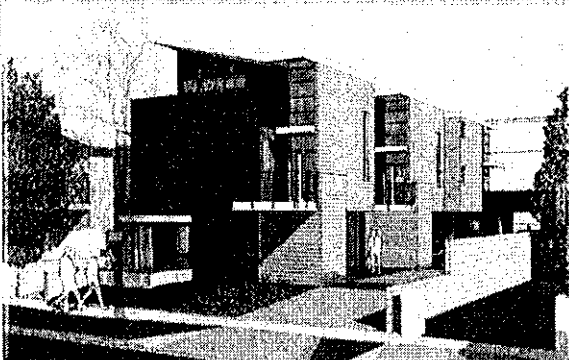
Why would someone want to build these?

- For a developer, the lack of a homeowner's association means it's a little easier to get financing.
- Currently, the only way to build these now is through a Planned Development process (which can be time consuming and expensive).



How can these fit into our neighborhoods?

- We can create thoughtful guidelines and standards so that developers can provide new single family housing options while respecting the character of Burbank's neighborhoods.



What happens next?

- We want to know what you think about small lot subdivisions. Likes? Dislikes?
- Do you have any ideas about how these could work in your neighborhood?
- Once we've got a better idea of what works/doesn't work, we will present this information to our Planning Board in October.

For more information....

- Visit our website at: www.burbankca.gov/planning
(Click on the red Small Lot Subdivision button)
- Contact Martin Potter, Assistant Planner
mpotter@burbankca.gov
(818) 238-5250



Memorandum

Date: September 22, 2014
To: Mark Scott, City Manager
From: Judie Wilke, Park, Recreation and Community Services Director *Judie Wilke*
Subject: **BOYS & GIRLS CLUB AND FAMILY SERVICE AGENCY SURVEY INFORMATION**

As requested by City Council on September 9, 2014, attached is information provided by the Boys & Girls Club of Burbank & the Greater East Valley regarding survey methods for the Middle School Drop In Program. The documents included are as follows:

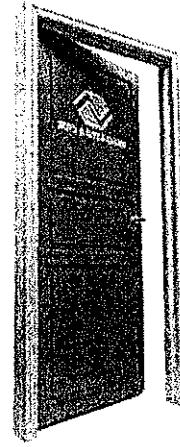
1. 2014 Parent Survey
2. 2014 Teacher Survey
3. Documentation for Items Contained in The 2014 National Outcomes Youth & Teen Base Surveys
 - This document lists all of the National Outcomes Survey questions and shows their original sources. There are two base survey versions, one for ages 9-12 and one for ages 13 and older (teen). Both surveys are used at the middle school level since students in 8th grade may be 13 years old.
4. Documentation for Items Contained in The 2014 National Outcomes Youth & Teen Survey Modules
 - This document includes information regarding optional modules that may be used as an addendum to the youth and teen base surveys. Certain questions pertain only to students in 11th and 12th grade, while other questions are asked of all teen students (ages 13 and above).
5. Overview of BGCA's National Youth Outcomes Initiative and National Outcomes Survey of Club Youth
 - Provides an introduction to the National Youth Outcomes Initiative and its primary data collection source, The National Outcomes Survey. This document contains information regarding how the survey was developed, the research base for the indicators the survey measures, and the validity of the survey administration process.

The Family Service Agency is currently working on completing their survey for the School Based Counseling Program, which will be shared with City Council once it is finalized.

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BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY



April 2014

Dear Parents,

Please take a moment to fill out our annual survey conducted by the Boys & Girls Club of Burbank and Greater East Valley. The data collected will be used to measure and assess programming and impact. With this tool, we can gather objective data that:

- demonstrates how well Club members are achieving the Youth Development Outcomes, which are important to our Movement and mission;
- assists us in analyzing strengths and weaknesses in our Club's programming; and
- gives us insight for tailoring our program mix to meet our Club members' interests and needs more effectively.

Your participation is very important to us. All information is confidential. Your decision to participate is strictly voluntary and you may stop participating at any time. Participation will not affect your child's membership in any way. The Boys & Girls Club of Burbank and Greater East Valley thanks you in advance for your support in this matter. Your decision to participate can only enhance the experience our members receive on a daily basis.

Sincerely,

Shanna Warren
Executive Director, CEO

Brittany Vaughan
Director of Operations

Boys & Girls Club of Burbank and Greater East Valley
(818) 842-9333

2014 Parent Survey

**Boys & Girls Club of Burbank
and Greater East Valley**

Site/School: _____

How many years has your child
been in the Boys and Girls Club
Enrichment Program at this
school?

- ☐ Less than 1 year
- ☐ 1
- ☐ 2
- ☐ 3 or more years

How would you rate your child's
Boys & Girls Club Enrichment
Program in the following areas:

**1. The overall Boys & Girls Club
Enrichment Program**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent

**2. The safety of your child while
he/she is at the program**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent

**3. The atmosphere and comfort
of the room(s) in which the
program operates**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent

**4. The snacks that are served to
your child on a daily basis**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent

5. The hours of operation

- ☐ Poor
- ☐ Fair

- ☐ Good
- ☐ Excellent

**6. The transportation provided,
if any**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent
- ☐ Transportation is not
provided for this site

**7. Homework completed and
correct**

- ☐ Poor
- ☐ Fair
- ☐ Good
- ☐ Excellent

To what extent do you agree or
disagree with the following
statements about the program?

**8. I am satisfied with the kinds
of programs and activities
offered at the Boys & Girls Club
Enrichment Program**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**9. There is adequate quiet time
for my child to complete
homework**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**10. The Boys & Girls Club
Enrichment Program has helped
my child complete his/her
homework done on time**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**11. The opportunity for physical
activity is adequate**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

To what extent do you agree or
disagree with the following
statements describing your
child's experience in the Boys
and Girls Club Enrichment
Program?

**12. Enjoys attending the Boys &
Girls Club Enrichment Program**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**13. Feels comfortable with the
Boys & Girls Club Enrichment
Program staff**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**14. Seems happier or less
stressed since participating in
the Boys & Girls Club
Enrichment Program**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**15. Has friends in the Boys &
Girls Club Enrichment Program**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

**16. Completes homework with
greater ease**

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

GREAT FUTURES START HERE.

17. Has a better attitude towards school

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

To what extent do you agree or disagree with the following statements about the after-school staff?

18. I am comfortable talking with the staff.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

19. The staff welcomes suggestions from parents.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

20. The staff keeps me informed about my child's day at the Boys & Girls Club Enrichment Program

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

21. I am comfortable with how the staff handles discipline problems

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

22. The staff encourages positive interactions among the children

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

23. I am satisfied with the number of adult staff available to work with the students

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

24. The staff has clearly informed me about how to contact them during the Boys & Girls Club Enrichment Program hours

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

25. I am satisfied with the overall performance of the Boys & Girls Club Enrichment Program staff.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

26. Have you been involved as a volunteer in the Boys & Girls Club Enrichment program?

- ☐ Yes
- ☐ No

28. We receive Financial Aid from Boys & Girls Club.

- ☐ Yes
- ☐ No

29. We receive free/reduced lunch at school.

- ☐ Yes
- ☐ No

30. Sending my child to this Club enables me to keep my job:

- ☐ Yes
- ☐ No

31. Sending my Child to this Club made it easier for me to go back to school.

- ☐ Yes
- ☐ No

32. My Child Participates in the following programs:

- ☐ PowerHour
- ☐ Project Learn
- ☐ SMART Kids
- ☐ Jr. Achievement
- ☐ Garden Club
- ☐ Triple Play
- ☐ Creative Arts
- ☐ Computer Lab
- ☐ Club Tech
- ☐ Net Smartz
- ☐ Torch Club
- ☐ Keystone Club
- ☐ Sports Club
- ☐ Healthy Habits/Deal Me In!
- ☐ CollegeBound
- ☐ Girl Scouts
- ☐ Reading Club
- ☐ Other: _____

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BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY



April 2014

Dear Principals,

Attached is the annual teacher survey conducted by the Boys & Girls Club of Burbank and Greater East Valley. We ask that teachers with Club members complete a survey. We also survey Boys & Girls Club members and parents. The data collected will be used to measure and assess programming and impact. With this tool, we can gather objective data that:

- demonstrates how well Club members are achieving the Youth Development Outcomes, which are important to our Movement and mission;
- assists us in analyzing strengths and weaknesses in our Club's programming; and
- gives us insight for tailoring our program mix to meet our Club members' interests and needs more effectively.

Your school's participation is very important to us. All information is private and confidential. All participation is strictly voluntary and anyone may stop participating at any time. Participation will not affect a child's membership in any way. The Boys & Girls Club of Burbank and Greater East Valley thanks you in advance for your support in this matter. Your decision to encourage participation can only enhance the experience our members receive on a daily basis.

Sincerely,

Shanna Warren
Executive Director, CEO

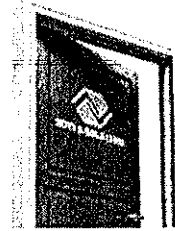
Brittany Vaughan
Director of Operations

Boys & Girls Club of Burbank and Greater East Valley
(818) 842-9333

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BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY



April 2014

Dear Teachers,

Please fill out our annual survey conducted by the Boys & Girls Club of Burbank and Greater East Valley.

If you have more than one student attending the Club, please mark a number next to the answer instead of a check or X. For example, if you have 3 students in the Boys & Girls Club and “Strongly Agree” with the statement for one (1) and “Agree” for two (2), the response would look like to following:

7. Improved in being attentive in class.

- 2 Agree
1 Strongly Agree
☐ Disagree
☐ Strongly Disagree

The data collected will be used to measure and assess programming and impact. With this tool, we can gather objective data that:

- demonstrates how well Club members are achieving the Youth Development Outcomes, which are important to our Movement and mission;
- assists us in analyzing strengths and weaknesses in our Club’s programming; and
- gives us insight for tailoring our program mix to meet our Club members’ interests and needs more effectively.

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Sincerely,

Shanna Warren
Executive Director, CEO

Brittany Vaughan
Director of Operations
Boys & Girls Club of Burbank and Greater East Valley
(818) 842-9333

2014 Teacher Survey

Boys & Girls Club of Burbank
and Greater East Valley

Site/School: _____

1. Overall, do you think this student(s) has benefited from participating in the Boys & Girls Club Enrichment Program?

- ☐ Yes, definitely
- ☐ Probably
- ☐ Probably not
- ☐ No, not at all

If no, why not?

- ☐ Student was already doing well
- ☐ Program did not fit student's needs
- ☐ Too soon to know
- ☐ Other

Since participating in the Boys & Girls Club Enrichment Program, this student has...

2. Improved in turning in her/his homework on time.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

3. Improved in completing homework to your satisfaction.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

4. Improved in participating in class.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

5. Improved in volunteering (e.g., for extra credit or more responsibilities).

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

6. Improved in making fewer mistakes.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

7. Improved in being attentive in class.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

8. Improved in behaving well in class.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

9. Had classroom academic performance that was satisfactory or better.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

10. Improved in coming to school ready/prepared to learn.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

11. Improved in getting along well with other students.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

12. If you disagreed or strongly disagreed with any of the above statements, what was the reason? (Check all that apply.)

- ☐ Student was already doing well
- ☐ Program did not fit student's needs
- ☐ Too soon to know
- ☐ Other

13. I am familiar with the Boys & Girls Club Youth Development Professionals that work at my site.

- ☐ Yes
- ☐ No

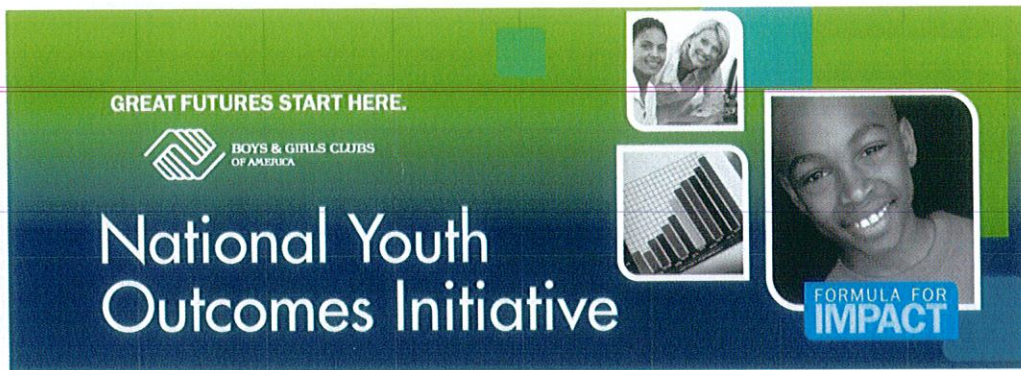
14. Boys & Girls Club is a valuable addition to the school community.

- ☐ Agree
- ☐ Strongly Agree
- ☐ Disagree
- ☐ Strongly Disagree

15. I am familiar with the following programs offered at Boys & Girls Club:

- ☐ PowerHour
- ☐ Project Learn
- ☐ SMART Kids
- ☐ Jr. Achievement
- ☐ Garden Club
- ☐ Triple Play
- ☐ Creative Arts
- ☐ Computer Lab
- ☐ Club Tech
- ☐ Net Smartz
- ☐ Torch Club
- ☐ Keystone Club
- ☐ Sports Club
- ☐ Healthy Habits/Deal Me In!
- ☐ CollegeBound
- ☐ Girl Scouts
- ☐ Reading Club

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Documentation for Items Contained in The 2014 National Outcomes Youth & Teen Survey Modules

Outcome	Total Number of Items: Teen Module	Total Number of Items: Youth Module
Academic Success: College Preparation	7 (11 th graders only) 13 (12 th graders only)	N/A Teen ONLY
Club Experience: Additional Safety & Bullying	6	N/A Teen ONLY
Good Character & Citizenship: Concern for Community and Others	6	6
Healthy Lifestyles: Additional Teen Risk	8	N/A Teen ONLY

The Academic Success, College Preparation module is automatically administered to all sites that use the web-based survey. However, it is only asked of those members in grades 11 and 12.

The other three modules are optional. Clubs that use the web-based survey may select one of the other modules to administer to youth and one to administer to teens.

Outcome Area	Indicator	DIRECTIONS, Lead-in	Source: Indicator Item	Source: Indicator, Response Categories
Academic Success	College Preparation		<p>[Note: These questions are only asked of respondents in grades 11 and 12.]</p> <p>I know what education or training I will need for the career I want.</p>	<p>Strongly agree Agree Disagree Strongly disagree I don't know what career I want</p>
			<p>I know what costs to expect for education or training I will need after high school.</p>	<p>Strongly agree Agree Disagree Strongly disagree I don't plan to continue education or training after high school</p>
Academic Success	College Preparation		<p>[Note: These questions are only asked of respondents in grades 11 and 12.]</p> <ol style="list-style-type: none"> 1. I have visited colleges, universities, vocational or trade schools. 2. I have attended a "College Night" or college fair at my school or Club. 3. I have participated in a college preparation program at the Club. 4. I have participated in a career exploration program at the Club. 5. I have participated in a money management program at the Club. 	<p>Yes No Not Sure</p>
Academic Success	College Preparation		<p>[Note: These questions are only asked of respondents in grade 12.]</p> <ol style="list-style-type: none"> 1. I have submitted the FAFSA (Free Application for Federal Student Aid). 2. I have applied for scholarships. 3. I have taken the SAT, ACT or another college entrance exam. 4. I have applied to a vocational or trade school. 5. I have applied to a 2-year college. 6. I have applied to a 4-year college or university. 	<p>Yes No Not Sure</p>

Outcome Area	Indicator	DIRECTIONS, Lead-in	Source: Indicator Item	Source: Indicator, Response Categories
Club Experience	Bullying, School Property	BELOW ARE SOME QUESTIONS ABOUT WHAT OTHER YOUNG PEOPLE MAY DO THAT MAKE YOU FEEL BAD OR ARE HURTFUL TO YOU. WE OFTEN REFER TO THIS AS BEING BULLIED. BULLYING IS WHEN 1 OR MORE KIDS TEASE, THREATEN, SPREAD RUMORS ABOUT, HIT, SHOVE, OR HURT ANOTHER KID OVER AND OVER AGAIN. IT IS NOT BULLYING WHEN 2 KIDS OF ABOUT THE SAME STRENGTH OR POWER ARGUE OR FIGHT OR TEASE EACH OTHER IN A FRIENDLY WAY.	Centers for Disease Control, Youth Risk Behavior Survey: <i>Bullying on school property</i> (Teen module only) 1. During the past year, have you been bullied on school property? Adaptation of CDC YRBS: <i>Bullying at the Club</i> 2. During the past year, have you been bullied at the Boys & Girls Club?	CDC, YRBS: <i>Bullying on school property</i> 1. Yes No Adaptation of CDC, YRBS: <i>Bullying at the Club</i> 2. Yes No
Club Experience	Bullying, School Property/Adult Support		NCVS School Crime Supplement Survey (Adaptation): <i>Bullying</i> (Teen module only) 1. If you were bullied on school property, did you tell an adult about it?	Adaptation of NCVS, CSS: <i>Bullying</i> 1. I was not bullied on school property Yes, I told a teacher at school Yes, I told a staff member at the Boys & Girls Club Yes, I told another adult No, I did not tell an adult
Club Experience	Bullying, BGC/Adult Support		NCVS School Crime Supplement Survey (Adaptation): <i>Bullying</i> (Teen module only) 1. If you were bullied at the Boys & Girls Club, did you tell an adult about it?	NCVS, CSS Adaptation: <i>Bullying</i> 1.

					<p>I was not bullied at the Boys & Girls Club</p> <p>Yes, I told a teacher at school</p> <p>Yes, I told a staff member at the Boys & Girls Club</p> <p>Yes, I told another adult</p> <p>No, I did not tell an adult</p>
Club Experience	Bullying, Electronic			<p>NCVS School Crime Supplement Survey (Adaptation): Bullying</p> <p>(Teen module only)</p> <p>1. During the past year, have you been electronically bullied? For example, has anyone posted hurtful information about you on the internet (Facebook, Twitter, Formspring, etc.), sent threatening email, or threatened or insulted you through instant messaging, text messaging, or while online gaming?</p>	<p>NCVS, CSS Adaptation: Bullying</p> <p>1.</p> <p>Yes</p> <p>No</p>
Club Experience	Bullying, Electronic/Adult Support			<p>NCVS School Crime Supplement Survey (Adaptation): Bullying</p> <p>(Teen module only)</p> <p>1. If you were electronically bullied, did you tell an adult about it?</p>	<p>NCVS, CSS Adaptation: Bullying</p> <p>1.</p> <p>I was not electronically bullied</p> <p>Yes, I told a teacher at school</p> <p>Yes, I told a staff member at the Boys & Girls Club</p> <p>Yes, I told another adult</p> <p>No, I did not tell an adult</p>

Outcome Area	Indicator	DIRECTIONS, Lead-in	Source: Indicator Item	Source: Indicator, Response Categories
Good Character & Citizenship	Caring for Others	HOW MUCH DO YOU AGREE OR DISAGREE WITH THE FOLLOWING? (PLEASE CHOOSE ONE ANSWER FOR EACH STATEMENT BELOW.)	Chi, Jastrzab, Melchoir, (EBCC Survey 2005): <i>Caring for Others</i> 1. I try to help when I see people in need. 2. When I make a decision, I try to think about how other people will be affected. 3. I want to help when I see someone having a problem.	EBCC Survey: <i>Caring for Others</i> 1-3. Strongly Agree Agree Disagree Strongly Disagree
Good Character & Citizenship	Caring for Community	THE NEXT QUESTIONS ASK ABOUT THINGS YOU MIGHT DO IN YOUR COMMUNITY, TOWN, OR NEIGHBORHOOD. PLEASE CHOOSE ONE ANSWER FOR EACH OF THE FOLLOWING STATEMENTS.	Chi, Jastrzab, Melchoir, (EBCC Survey 2005): <i>Caring for Community</i> 1. I spend time on projects with other people to help the community. 2. I have done things to help people in my community. 3. I believe that I can make a difference in my community.	EBCC Survey: <i>Caring for Community</i> 1-4. Strongly Agree Agree Disagree Strongly Disagree

Outcome Area	Indicator	DIRECTIONS, Lead-in	Source: Indicator Item	Source: Indicator, Response Categories
Healthy Lifestyles	Avoidance of Risky Behaviors, Tobacco	THE NEXT 2 QUESTIONS ASK ABOUT TOBACCO USE.	Centers for Disease Control, Youth Risk Behavior Survey: Teen Tobacco Use (Teen module only) 1. During the past 30 days, on how many days did you smoke cigars, cigarillos, or little cigars? 2. During the past 30 days, on how many days did you use chewing tobacco, snuff, or dip, such as Redman, Levi Garrett, Beechnut, Skoal, Skoal Bandits, or Copenhagen?	CDC, YRBS: Teen Tobacco Use 1-2. 0 days 1 or 2 days 3 to 5 days 6 to 9 days 10 to 19 days 20 to 29 days All 30 days
Healthy Lifestyles	Avoidance of Risky Behaviors, Alcohol	THE NEXT QUESTION ASKS ABOUT DRINKING ALCOHOL. THIS INCLUDES DRINKING BEER, WINE, WINE COOLERS, AND LIQUOR SUCH AS RUM, GIN, VODKA, OR WHISKEY. FOR THESE QUESTIONS, DRINKING ALCOHOL DOES NOT INCLUDE DRINKING A FEW SIPS OF WINE FOR RELIGIOUS PURPOSES	Centers for Disease Control, Youth Risk Behavior Survey: Teen Alcohol Use (Teen module only) 1. During the past 30 days, on how many days did you have 5 or more drinks of alcohol in a row, that is, within a couple of hours?	CDC, YRBS: Teen Alcohol Use 1. 0 days 1 or 2 days 3 to 5 days 6 to 9 days 10 to 19 days 20 to 29 days All 30 days
Healthy Lifestyles	Avoidance of Risky Behaviors, Prescription Drugs, Inhalants	THE NEXT 2 QUESTIONS ASK ABOUT OTHER DRUGS.	Centers for Disease Control, Youth Risk Behavior Survey: Teen Other Drug Use (Teen module only) 1. During your life, how many times have you taken a prescription drug (such as OxyContin, Percocet, Vicodin, codeine, Adderall, Ritalin, or Xanax) without a doctor's prescription? 2. During your life, how many times have you sniffed glue, breathed the contents of aerosol spray cans, or inhaled any paints or sprays to get high?	CDC, YRBS: Teen Other Drug Use 1- 2. 0 times 1 or 2 times 3 to 9 times 10 to 19 times 20 to 39 times 40 or more times
Healthy Lifestyles	Avoidance of Risky Behaviors, Sexual Behavior & Intoxicants	THE LAST 3 QUESTIONS ASK ABOUT SEXUAL BEHAVIOR.	Centers for Disease Control, Youth Risk Behavior Survey: Teen Sexual Behavior and Teen Sexual Behavior & Intoxicants (Teen module only) 1. During the past 3 months, with how many people did you have sexual intercourse? 2. The last time you had sexual intercourse, did you or your partner use a	CDC, YRBS: Teen Sexual Behavior & Intoxicants 1. I have never had sexual intercourse. I have had sexual intercourse, but

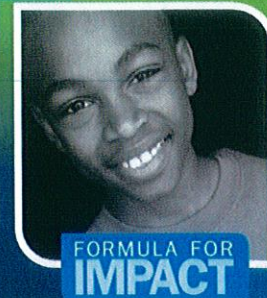
			condom? 3. Did you drink alcohol or use drugs before you had sexual intercourse the last time?	not in the past 3 months. 1 person 2 people 3 people 4 people 5 people 6 or more people 2-3. I have never had sexual intercourse. No Yes
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BOYS & GIRLS CLUBS
OF AMERICA

National Youth Outcomes Initiative



Overview of BGCA's National Youth Outcomes Initiative and National Outcomes Survey of Club Youth

Introduction

Boys & Girls Clubs of America (BGCA) has established a Great Futures Vision for our Movement:

Provide a world-class Club Experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

In order for this vision to become a reality, we have developed the Formula for Impact, a research-based theory of change that describes how individual Boys & Girls Clubs and our national federation as a whole will increase our impact on the young people of America. As part of our efforts to measure the Formula for Impact and demonstrate our collective impact on youth, BGCA developed the National Youth Outcomes Initiative (NYOI).

The Formula for Impact is our roadmap for ensuring that young people achieve great futures; NYOI tells us where we are on the road. NYOI helps Clubs assess their impact related to the Formula for Impact's priority outcomes and determine how effectively they are implementing the Club Experience.

Indicators Used in the Formula for Impact and NYOI

During 2010 and 2011, BGCA and a specially appointed Commission on Impact representing Club leaders from throughout our national federation worked with experts in the youth development field to identify valid, reliable measures to quantify the Formula for Impact's priority outcome areas. Each indicator was chosen for its usefulness to either demonstrate or predict a young person's achievement of one or more positive outcomes. The indicators are research-based, age-appropriate and specific to developmental milestones.

Indicators have been categorized as either basic or advanced, depending on the difficulty of data collection. Currently (as of fall 2014), most Clubs are collecting data on the basic indicators. The indicators are described in the last section of this document, along with a synopsis of the research that supports each indicator.

NYOI's National Outcomes Survey

The majority of basic outcomes information on members is collected through an annual member survey that was developed for NYOI. The National Outcomes Survey asks age-appropriate questions about member behaviors and attitudes related to the Club experience and the three priority outcomes. Two versions, one for members ages 9 to 12 and one for members ages 13 and older, are available in English and Spanish. BGCA makes the survey available to Clubs and completes all survey data cleaning and scoring. BGCA also provides survey administration training for Club staff. Organization-level managers learn how paper and online versions of the survey should be administered. They are provided with cascade teaching materials to subsequently train their Club site staff that will be administering the survey to Club members. This method helps Club site staff to understand the importance of the survey to their organization.

SURVEY DEVELOPMENT

BGCA worked with Youth Development Strategies, Inc. and the Institute for Research and Reform in Education to develop and validate the National Outcomes Survey. To the extent possible, survey items were taken from nationally recognized instruments. These items possess demonstrated reliability and internal validity and have good face validity. This also allows BGCA to compare Club data to data collected through regularly deployed national surveys such as the Center for Disease Control and Prevention's Youth Risk Behavior Survey.

ADMINISTRATION TIMEFRAME AND LOGISTICS

Surveys are administered at Clubs annually each spring, during which time Clubs have about two weeks to survey as many members as they can. Surveys can be administered in a typical program time slot or at another time the Club designates for surveying. Club staff provide instructions and supervise as members take the survey. On average, surveys take about 30 to 45 minutes to complete, depending on the survey version and the reading skill level of the member.

Surveys are completed by a convenience sample of members. Convenience sampling is also called non-probability sampling and means that neither Clubs nor members within participating Clubs are randomly selected to participate in the survey. Participation rates vary by Club, but BGCA recommends to Clubs that they survey approximately 80 percent of their average daily attendance, including members who attend the Club frequently and those who attend infrequently.

CONSENT

Because the majority of member survey takers are minors, parents/guardians must be given sufficient opportunity to consider whether they want their child to participate. For the National Outcomes Survey, parents and members are informed of survey activities through consent forms and flyers posted in the Club. BGCA provides a number of supporting documents that inform parents and guardians of the purpose and content of the survey, including informational flyers and consent templates in both English and Spanish. These materials also inform parents and members that they have the option not to participate in the survey, and that members can skip individual survey questions if they choose.

INSTITUTIONAL REVIEW BOARD (IRB) APPROVAL

BGCA is committed to gathering information from our members in a responsible way. Therefore, BGCA periodically puts the National Outcomes Survey through the scrutiny of an Institutional Review Board (IRB) process in order to ensure the safety of BGC members throughout our national federation and obtain external validation of the processes used to administer the survey. Also known as Independent Ethics Committees or Ethical Review Boards, an IRB is a committee of professional research professionals convened to perform a formal review of data-gathering initiatives and research projects like BGCA's National Outcomes Survey. Different

types of IRBs exist in the academic, medical and research communities, but all are charged with reviewing, monitoring and approving projects like BGCA's National Outcomes Survey, where information is gathered formally from people. All IRBs ensure two basic data-gathering essentials: 1) that participants are not placed at undue risk, and 2) that all participants give un-coerced, informed consent for their participation. In the case of minors, this consent practice is extended to children's parents to provide permission.

Since NYOI's inception, BGCA has submitted survey questions, consent materials and other information to Abt/SRBI Associates for annual review and approval. To date, Abt/SRBI has provided positive reviews. Abt/SRBI's IRB approval indicates that Boys & Girls Club professionals are providing adequate safeguards for the rights and welfare of our members and are in compliance with U.S. Department of Health and Human Services regulations for the Protection of Human Subjects (45 CFR 46).

Formula for Impact Indicators and their Research Base

Club Experience Indicators	Age Group			Data Required	Difficulty
	Elem. School	Middle School	High School		
Frequency of attendance	X	X	x	member daily attendance	Basic
Member retention	X	X	x	original membership date membership renewal date(s)	Basic
Program participation	X	X	x	member daily program participation	Advanced
Member perceptions of the Club Experience	X	X	x	National Outcomes Survey data	Basic
Academic Success Indicators	Age Group			Data Required	Difficulty
	Elem. School	Middle School	High School		
High school graduation			x	high school graduation status graduation date	Basic
On-time grade progression	X	X	x	grade level date of birth	Basic
School attendance	X	X	x	# of days absent from school	Advanced
Reading and math proficiency	X	X		3 rd to 8 th grade reading and math state test performance ratings	Advanced
Prevention of summer learning loss	X	X		Members' summer learning status (loss, gain or no change) on Club- administered reading and math assessments	Advanced
On-time high school credit accumulation			x	# of credits accumulated	Advanced
Member expectations of academic success		X	x	National Outcomes Survey data	Basic
School connectedness		X	x	National Outcomes Survey data	Basic
Summer work experience			x	National Outcomes Survey data	Basic
Good Character and Citizenship Indicators	Age Group			Data Required	Difficulty
	Elem. School	Middle School	High School		
Leadership skills	X	X	x	National Outcomes Survey data	Basic
Contributions to Club and community	X	X	x	National Outcomes Survey data # of hours of service completed by each member, ages 11-18, by month or day	Basic
Avoidance of involvement with juvenile justice		X	x	National Outcomes Survey data	Basic
Conflict resolution skills		X	x	National Outcomes Survey data	Basic
Healthy Lifestyles Indicators	Age Group			Data Required	Difficulty
	Elem. School	Middle School	High School		
Regular physical activity	X	X	x	National Outcomes Survey data	Basic
Good nutrition	X	X	x	National Outcomes Survey data	Basic
Avoidance of risky behaviors		X	x	National Outcomes Survey data	Basic

Club Experience Indicators

Attendance serves as the foundation of the Boys & Girls Club measurement strategy. To effectively demonstrate impact, Clubs must know who is in their building, how frequently they attend and in which programs they participate. In order to attract new members, retain existing members and encourage members to attend more often, we know that a Club must provide a powerful Club Experience. Therefore, measuring attendance and participation also helps the Club assess the effectiveness of its Club Experience.

ATTENDANCE AND PARTICIPATION

Research conducted for BGCA suggests that youth who attend the Club 52 times per year (approximately once per week) are more likely to demonstrate positive outcomes than those who attend less frequently. Youth who attend 104 times (approximately twice per week) or more per year are likely to demonstrate an even larger number of positive outcomes.¹ Other studies have shown that youth who participate in out-of-school time programs for a duration of at least two years have more positive outcomes than youth who attend for a shorter period of time.²

Attendance and participation can be measured in three distinct ways: frequency/intensity (how many days during a given period of time), duration (over what period of time) and breadth (in which programs a member participates). Collecting attendance and participation data allows Clubs to investigate the relationship between attendance and participation and member outcomes by comparing the outcomes of members who attend and participate at various levels.

BGCA collects Club attendance data (e.g., member daily attendance, membership and renewal dates) from all Clubs submitting this information regularly to the NYOI national database. BGCA collects program participation data from Clubs that capture this information for individual members, but as noted earlier, this constitutes an advanced indicator and most Clubs are not yet collecting such data as part of their NYOI activities.

MEMBER PERCEPTIONS OF CLUB EXPERIENCE

With Search Institute, BGCA has identified Five Key Elements for Positive Youth Development. These Five Key Elements describe the strategies that highly effective Boys & Girls Clubs employ to shape positive youth development and achieve the greatest impact on members. When Clubs implement the Five Key Elements for Positive Youth Development, they provide the following for their members: a safe, positive environment; fun; supportive relationships; opportunities and expectations; and recognition.³

It is important that Clubs know how well they are delivering the Five Key Elements. Young people must feel connected to the Club in order for the Club to recruit and retain members. This is also how a Club has the greatest impact on youth.

BGCA's National Outcomes Survey is designed to capture members' perceptions of the Club Experience (e.g., the number and percentage of members who feel a sense of belonging and connection to the Club, the number and percentage who feel safe at the Club, etc.). BGCA collects this data from all Clubs that participate in the National Outcomes Survey.

Academic Success Indicators

Members will graduate from high school, ready for college, trade school, military or employment.

Young people who drop out of high school significantly diminish their chances to secure a good job, earn a decent salary and have a promising future. Therefore, high school graduation is a key outcome for Club members. There are many factors related to high school graduation that can be measured and monitored throughout a young person's academic career to ensure that members are on track to graduate. Collecting data on school attendance, grade progression, academic achievement, young people's personal expectations of success and work experience helps Clubs identify members who are at risk of dropping out of school, and helps Clubs and BGCA demonstrate our positive impact on Clubs members' academic success.

HIGH SCHOOL GRADUATION

Dropping out of high school is related to many negative outcomes for the individual who drops out, as well as for society as a whole. Over the course of his or her lifetime, a high school dropout will earn significantly less than a high school graduate and will contribute less in taxes.

High school dropouts are more likely to be unemployed, more likely to be arrested or incarcerated, and use public assistance subsidies and the public health system at much higher rates than high school graduates.⁴

Because high school seniors make up a relatively low proportion of Club members, and because it is difficult for many Clubs to obtain graduation information about former members from school systems, BGCA does not currently calculate a member graduation rate.

In 2013, BGCA developed a new NYOI indicator to help us better understand the extent to which Club members are on track to achieve on-time high school graduation. It is calculated using data from other indicators already collected through NYOI: skipping school, grades on schoolwork, expectations of academic success and grade retention (the first three are self-reported data; the latter is determined based on data received each year regarding members' date of birth and grade in school).

Research shows that chronic absenteeism negatively impacts student achievement in all grades. Students who perform poorly in their courses are at much higher risk for not graduating. Chronic absenteeism and course failures are particularly strong predictors of eventual dropout. A young person's expectations of future educational attainment may predict actual attainment and may have a reciprocal relationship with actual academic achievement during the middle and high school years. Retention at any time in a student's school life places him or her at risk of not graduating, with retention in the middle grades found to be particularly problematic.⁵

BGCA calculates its on-track indicator for Club members in fifth through 12th grades. Members are considered off track to graduate on time if any one of the following is true:

- They reported skipping two days or more in the month prior to the survey (equivalent to 10 percent of school days in an academic year).
- They reported that their grades were mostly Ds or Fs.
- They reported that they did not expect to graduate from high school.
- They were two or more years behind grade level in school.

Club members are considered to be on track, but with some risk, if they reported earning mostly Cs in school, or if they reported skipping one day in the month prior to taking the survey.

GRADE PROGRESSION

Grade progression is achieved when a student is promoted from one grade to the next. For example, a student who was enrolled in the ninth grade for the 2009-10 school year achieved grade progression if he or she advanced to the tenth grade for the 2010-11 school year. Students who are retained in school are more likely to drop out of school than their similar peers who progress on time.⁶ Retained students have lower academic achievement than their similar, promoted peers.⁷

Clubs track the grade level and age of each of their members every school year. This allows Clubs and BGCA to track members' grade progression from one year to the next. It also allows Clubs to identify members who are not at the appropriate grade level for their age.

BGCA collects this information from all Clubs that submit membership data to the NYOI national database on a regular basis. All member respondents are asked to report their date of birth and grade level in school on the National Outcomes Survey as well.

SCHOOL ATTENDANCE

A student who is absent from school misses out on opportunities to learn. Students with frequent absences have lower levels of achievement and are more likely to drop out of school.⁸ Students with better school attendance have higher levels of academic achievement.⁹

BGCA's National Outcomes Survey asks all respondents to report on the number of days they skipped school in the four weeks prior to survey administration.

To collect official school absence data, Clubs must either partner with school systems or collect and manually record data from members' report cards, so in NYOI this is considered an advanced indicator. Therefore, BGCA only collects this information from Clubs with processes in place to obtain this information from their school partners.

Clubs with this capability should track the total number of days that individual members are absent from school each school year. Since any absence is a missed opportunity to learn, BGCA recommends that such Clubs track all absences and not make a distinction between excused and unexcused absences. Capturing number of days absent allows Clubs to identify members at risk of school failure due to chronic absences, as well as members whose attendance is less problematic but could be improved.

READING AND MATH PROFICIENCY

Poor academic performance is one of the strongest predictors that a young person will drop out of high school,¹⁰ and this is true even in the early grades. Beginning in fourth grade, students are expected to read to amass knowledge. As a result, students who are not reading by the end of third grade will continue to fall further behind their peers, because they will be unable to process and accumulate information presented through the written word. Students who don't have basic reading skills by the end of third grade are unlikely to graduate from high school.¹¹

Because Clubs cannot collect state test data unless they have partnerships with their school systems, in NYOI this is considered an advanced indicator. BGCA only collects this information from Clubs that have such partnerships.

SUMMER LEARNING LOSS

Summer learning loss contributes to poor academic performance; the phenomenon is most prevalent among students with low-socioeconomic status. Summer learning loss widens the achievement gap between these students and their more advantaged peers and contributes to their likelihood of dropping out of high school.¹²

Summer learning loss is of particular interest to BGCA, as Clubs may have a more direct impact on summer learning than on school-year learning, because youth spend more hours in the Club during the summer.

In NYOI, this is considered an advanced indicator. Clubs that implement summer learning loss prevention programs administer pre-tests and post-tests. BGCA collects data from Clubs that administer such tests about the extent to which members in elementary and middle school grades experienced learning gains, losses or no meaningful change.

CREDIT ACCUMULATION

Every student must earn a requisite number of credits in order to graduate from high school and to progress from one grade level to the next. (Some states also have other graduation requirements.) Students who fail to earn sufficient credits in one year must earn extra credits in subsequent years to catch up. It is important that students stay on track by earning a sufficient number of credits each year.¹³

In order to collect credit accumulation data, Clubs must either partner with school systems or collect and manually record data from members' report cards. In NYOI, this is considered an advanced indicator. Therefore, BGCA only collects this information from Clubs with processes in place to obtain this information for Club members in high school. Due to the complexities of different state graduation requirements, BGCA only looks at total number of credits accumulated and does not differentiate by type of credit (e.g., core subject vs. non-core subject).

MEMBER EXPECTATIONS OF ACADEMIC SUCCESS

A young person's personal expectations of future educational attainment may predict actual educational attainment.¹⁴ Young people's expectations of academic success may also have a reciprocal relationship with actual academic achievement during the middle and high school years.¹⁵

BGCA's National Outcomes Survey asks all respondents to report the highest level of schooling they expect to complete to capture data about members' expectations for their own future educational attainment.

SCHOOL CONNECTEDNESS

When young people believe that adults and peers at their school care about their individual learning and about them personally, they are more likely to feel a sense of connection to their school and their academic life.¹⁶ According to the Centers for Disease Control and Prevention (CDC), there is a strong relationship between a student's sense of "school connectedness" and his or her positive educational and health outcomes. Academically, school connectedness is directly associated with positive educational indicators such as increased school attendance, higher academic performance (e.g., grades and classroom test scores) and higher rates for school completion.¹⁷ In addition to educational benefits, adolescents who feel connected to school are less likely to exhibit disruptive or violent behavior, carry or use a weapon, engage in early-age sexual intercourse, consider or attempt suicide, smoke cigarettes, experiment with illegal substances or drink to the point of getting drunk.¹⁸

BGCA's National Outcomes Survey asks six questions of all respondents to capture members' sense of school connectedness. These include questions about how meaningful youth find their schoolwork, how important things learned in school are later in life, the extent to which youth try their best in school, as well as how often they skip school and what kind of grades they earn.

WORK EXPERIENCE

While intensive work during high school (more than 20 hours per week) has been linked to negative outcomes for adolescents, moderate work during the high school years has been shown to facilitate educational attainment for some youth, particularly those with significant academic risk factors.¹⁹

BGCA's National Outcomes Survey asks members ages 13 and older whether they had a full- or part-time job in the summer prior to taking the survey. From this, BGCA calculates the number and percentage of members who had full- or part-time summer work experience. This data is collected for all member respondents ages 13 and older.

Good Character and Citizenship Indicators

Members will be engaged citizens involved in the community, register to vote and model strong character.

Good character and citizenship are integral to a young person's ability to become a productive, caring and responsible citizen. Members' participation in community service, avoidance of involvement with juvenile justice and the development of conflict resolution skills are key indicators

that Clubs and BGCA use to demonstrate our positive impact on members' character and citizenship.

CLUB AND COMMUNITY SERVICE

Youth who participate in service activities are more likely to vote, to have more socially responsible attitudes, and to have better work ethics as adults. Studies also indicate that young people who engage in service may also perform better academically, be more likely to graduate from high school, and avoid pregnancy and drug use.²⁰

BGCA's National Outcomes Survey asks members ages 13 and older how often they have volunteered in their school, neighborhood or out in the community in the past year to capture data about their community service. The survey asks members ages 9 to 12 and 13 and older how often they have helped out at the Club in the past year to capture data about their service within the Club. BGCA collects this data from all survey respondents.

INVOLVEMENT WITH JUVENILE JUSTICE

Adolescent delinquency is associated with dropping out of high school²¹ and depressed occupational outcomes.²²

BGCA's National Outcomes Survey asks only members ages 13 and older how many times, if any, they have been arrested in the past year to capture information about members' involvement with (or avoidance of) the juvenile justice system. BGCA collects this data from all teen survey respondents.

CONFLICT RESOLUTION SKILLS

Conflict resolution skills help to reduce violence and contribute to a positive environment, and these skills also have broader benefit. Conflict resolution education has been linked to increased empathy, reduction of prejudice and increased school attachment for young people.²³ Conflict resolution skills have also been found to predict youth civic engagement.²⁴

BGCA's National Outcomes Survey uses a scale made up of five questions to capture information about members' conflict resolution skills. All survey respondents are asked these questions.

In addition, respondents who are age 13 or older are asked how many times they were in a physical fight in the past 12 months. This question is derived from the CDC's Youth Risk Behavior Survey, which is administered to high school students nationwide every two years. Thus, BGCA is able to compare the rates of physical fighting among Boys & Girls Club members in high school to those among high school students nationally.

Healthy Lifestyles Indicators

Members will adopt healthy diets, practice healthy lifestyle choices and make a lifelong commitment to fitness.

Young people who develop healthy eating and exercise habits during childhood and adolescence are more likely to maintain these habits, along with the associated health benefits, into adulthood. Monitoring health-related factors such as physical activity, nutrition and physical fitness, as well as members' avoidance of risky behaviors will help Clubs effectively target programming and interventions, and will enable Clubs and BGCA to demonstrate our positive impact on the health and well-being of members.

PHYSICAL ACTIVITY

Physical activity is a way to combat obesity, and is a critical element of an overall healthy lifestyle. Physically active youth have higher levels of cardio-respiratory fitness, stronger muscles, lower body fatness (a measure of percentage of body fat) and stronger bones, and

they *may* have reduced symptoms of anxiety and depression. Youth who are regularly active also have a better chance of a healthy adulthood. Children and adolescents do not usually develop chronic diseases such as heart disease, hypertension, type-2 diabetes or osteoporosis; however, risk factors for these diseases can begin to develop early in life. Regular physical activity makes it less likely that young people will develop these risk factors and more likely that they will remain healthy as adults. Finally, evidence suggests that higher levels of physical activity in childhood are predictive of high levels of physical activity in adulthood.²⁵

The amount and types of physical activity that youth ages 6 to 18 need differ from what adults need. Physical activity should include aerobic, muscle-strengthening and bone-strengthening activities. The U.S. Department of Health and Human Services recommends that children and adolescents engage in 60 minutes of moderate to vigorous physical activity (MVPA) per day, including the activities that are common to youth and adolescent play (both informal and organized).²⁶ In other words, school-age youth should participate each day in 60 minutes or more of MVPA that is developmentally appropriate, enjoyable and involves a variety of activities.

BGCA's National Outcomes Survey asks all respondents to report on the number of days in the last week that they participated in at least 60 minutes of vigorous physical activity.

NUTRITION

In order to support the nutritional needs of growing bodies, the U.S. Department of Agriculture and the U.S. Department of Health and Human Services recommend that youth eat breakfast every day, get at least five daily servings of fruits and vegetables, and avoid sugar-sweetened drinks that increase caloric intake without providing any nutritional value.²⁷

BGCA's National Outcomes Survey uses a scale made up of seven questions to determine the number and percentage of members who meet these nutrition recommendations. All respondents are asked to answer these questions.

AVOIDANCE OF RISKY BEHAVIORS

Alcohol: Alcohol use in childhood and adolescence is associated with a host of negative short-term outcomes, including academic failure, drug use, injury-related death and risky sexual behavior.²⁸ Research indicates that both the onset of alcohol use in childhood and escalating alcohol use in adolescence increase the likelihood of alcohol dependence in adulthood. Early drinking behaviors are also associated with an increased likelihood of drug use in adolescence.²⁹

Drugs: The negative consequences of adolescent drug use are well-documented. In addition to the associated physical health risks, adolescent drug users may experience intrapersonal, interpersonal and social consequences, such as guilt, detachment from family or trouble at school.³⁰

Tobacco: According to the CDC, tobacco use is responsible for about 20 percent of U.S. deaths each year.³¹ The Substance Abuse and Mental Health Administration estimates that each day about 1,000 youth become regular smokers.³²

Sexual Activity: Sexual risk taking – defined as onset of sexual activity at an early age, having multiple sexual partners and/or engaging in unprotected sex – puts youth at risk for unplanned pregnancy and sexually transmitted infections, including HIV.³³ Adolescents who become sexually active earlier than their peers are also more likely to engage in delinquent behaviors.³⁴

BGCA's National Outcomes Survey uses questions derived from the CDC's Youth Risk Behavior Survey to capture the number and percentage of members ages 13 and older who abstain from the use of alcohol, marijuana and tobacco, and abstain from sexual activity,

making it possible to compare high-school-age Club members' rates of avoidance of such health-risk behaviors with those of high-school-age youth nationally.

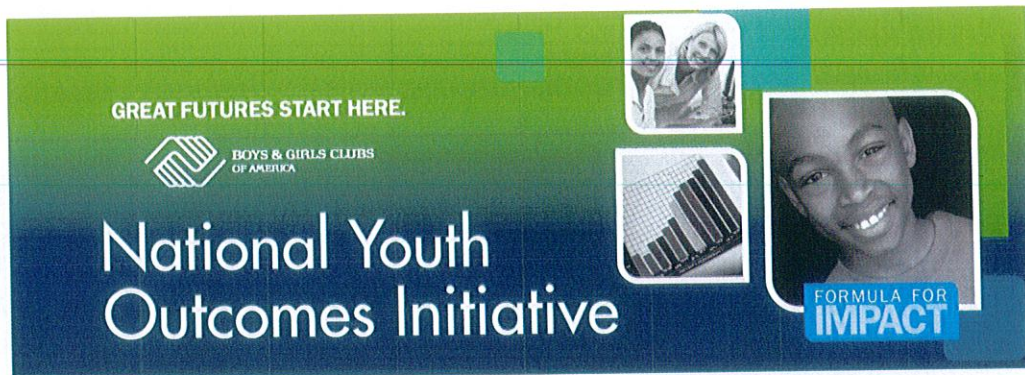
Selected Research

The research presented here reflects only a sample from the body of research available on the NYOI indicators. These references are not exhaustive.

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Documentation for Items Contained in The 2014 National Outcomes Youth & Teen Base Surveys

Outcome Area	Total Number of Items: Teen Survey	Total Number of Items: Youth Survey
Club Experience	32	33
Academic Success	10	9
Good Character & Citizenship	13	10
Healthy Lifestyles	16	8
Demographics/Reliability	6	6
TOTAL	77	66

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Demographics: Birth Date (Month of Birth, Day of Birth, Year of Birth), Member ID, Grade, Gender, Race/Ethnicity

Outcome Area	Indicator	DIRECTIONS, Lead-in	Source, Indicator, 2012 Scale Item Correlation (if applicable)	Response Categories, Source (if applicable)
Club Experience	Members' experience at the Club (Adult Caring & Support)	THIS FIRST GROUP OF QUESTIONS ASKS ABOUT YOUR EXPERIENCES IN THE CLUB. WE ARE TRYING TO UNDERSTAND HOW YOUNG PEOPLE IN BOYS AND GIRLS CLUBS SPEND THEIR TIME AND WHAT THEY THINK ABOUT A VARIETY OF THINGS. THERE ARE NO RIGHT OR WRONG ANSWERS. WE ARE JUST LOOKING FOR YOUR OPINIONS.	YDSI: Adult Caring & Support (6 - 7 items, $\alpha = .88$ Teen; .82 Youth) About how many staff at the Boys & Girls Club... (Please choose one answer for each statement): 1. ...pay attention to what's going on in your life? 2. ...would say something to you if something in your life wasn't going right? 3. ...say something nice to you when you do something good? 4. ...could you talk to if you are upset or mad about something? 5. ...could you go to for help in a crisis? 6. ...could you go to if you need advice about personal problems? 7. ...could you go to for help if you had a big problem? (Youth survey only)	YDSI 1-6, 7. None One Two or Three More than Three
Club Experience	Members' experience at the Club (Belonging)	WE ARE INTERESTED IN YOUR OPINION ABOUT THE BOYS & GIRLS CLUB. HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH OF THE FOLLOWING STATEMENTS? (Please choose one answer for each statement.)	YDSI: Belonging (3-items, $\alpha = .80$ teen; .71 youth) 1. I feel like I belong here. 2. I feel like my ideas count here. 3. People listen to me here.	YDSI Belonging 1-3. Strongly Agree Agree Disagree Strongly Disagree
Club Experience	Members' experience at the Club (Safety: Physical, Emotional, Overall)	HOW OFTEN DO THESE THINGS HAPPEN AT THE BOYS & GIRLS CLUB? (Please choose one answer for each statement.)	YDSI: Overall Safety (7 items $\alpha = .77$ Teen, .74 Youth) Physical Safety (3 items $\alpha = .58$ Teen, .55 Youth) 1. I feel safe when I am at the Boys & Girls Club. 2. If someone wanted to hurt me or beat me up here, someone at the Boys & Girls Club would stop them. 3. Compared to when you are hanging out somewhere else, how safe do you feel	YDSI Physical Safety 1-2. All of the time Most of the time Sometimes Never 3. A lot more safe compared to

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			when you are hanging out at the Boys & Girls Club?	<p>hanging out somewhere else A little more safe compared to hanging out somewhere else Just as safe compared to hanging out somewhere else A little less safe compared to hanging out somewhere else A lot less safe compared to hanging out somewhere else</p> <p>YDSI Emotional Safety 4-7. Strongly Agree Agree Disagree Strongly Disagree</p> <p>YDSI Negative Physical Safety /Danger 1-2. All of the time Most of the time Sometimes Never</p>
				<p><i>Emotional Safety</i> (4 items α.81 Teen, .71 Youth)</p> <p>4. People make sure rules about how we treat each other are followed. 5. I feel respected by staff at the Boys & Girls Club. 6. I feel respected by other kids at the Boys & Girls Club. 7. This Boys & Girls Club has rules for how people are supposed to treat each other.</p> <p>YDSI: Negative Physical Safety/Danger 1. Kids bring weapons to the Boys & Girls Club 2. I worry about getting beaten up or hurt at the Boys & Girls Club.</p>
Club Experience	Members' experience at the Club (Negative Physical Safety/ Danger)	HOW OFTEN DO THESE THINGS HAPPEN AT THE BOYS & GIRLS CLUB? (Please choose one answer for each statement.)	NCVS School Crime Supplement Survey (Adaptation): Physical Safety, Club Location 1. The entrance into the Boys & Girls Club 2. Any hallways in the Boys & Girls Club 3. Any restrooms in the Boys & Girls Club 4. Other places at the Boys & Girls Club 5. The shortest route to the Boys & Girls Club	<p>NCVS School Crime Supplement Survey (Adaptation) 1-5. Yes No</p>
Club Experience	Members' experience at the Club (Physical Safety, Club Location)	DURING THE PAST YEAR, DID YOU EVER STAY AWAY FROM ANY OF THE FOLLOWING PLACES BECAUSE YOU THOUGHT SOMEONE MIGHT ATTACK OR HARM YOU THERE?	PPV: Fun (3 items) At the Club... 1. I have a good time. 2. I enjoy coming to the Boys & Girls Club. 3. I have more fun at the Boys & Girls Club than other places I spend time.	<p>PPV: Fun 1-4. Not at all true Not very true Sort of True Very true</p>
	Members' experience	THINK ABOUT YOUR EXPERIENCES AT THE BOYS & GIRLS CLUB. HOW TRUE ARE THE FOLLOWING STATEMENTS (Please choose one answer for each statement.)	California Healthy Kids Survey: Resilience and Youth Development Module (3	California Healthy Kids

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Club Experience	at the Club (High Expectations)	RELATIONSHIPS YOU HAVE WITH THE STAFF AT THE BOYS & GIRLS CLUB. THE FOLLOWING QUESTIONS ARE ABOUT THESE RELATIONSHIPS AND HOW YOU ARE TREATED BY STAFF. HOW TRUE IS EACH STATEMENT?	<p>items, $\alpha = .81$ Teen, $.72$ Youth)</p> <p>At the Club...</p> <ol style="list-style-type: none"> there is an adult who believes that I will be a success. there is an adult who expects me to follow the rules. there is an adult who always wants me to do my best. 	<p>Survey: Resilience and Youth Development Module</p> <ol style="list-style-type: none"> Not at all true A little true Pretty much true Very much true
Club Experience	Members' experience at the Club (Validation & Recognition)		<p>PPV: Validation and Recognition (3 items, $\alpha = .83$ Teen, $.79$ Youth)</p> <p>At the Club...</p> <ol style="list-style-type: none"> staff reward me when I do a good job. staff let others know when I do a good job. staff notice when I try hard. 	<p>PPV: Validation and Recognition</p> <ol style="list-style-type: none"> Not at all true Not very true Sort of True Very true
Academic Success	School Commitment	THE NEXT QUESTIONS ARE ABOUT SCHOOL.	<p>Communities That Care Survey (CTC): School Connectedness (6 items, $\alpha = .78$ Teen, $.73$ Youth)</p> <ol style="list-style-type: none"> How often do you feel that the schoolwork you are assigned is meaningful and important?* How interesting are most of your courses to you?* How important do you think the things you are learning in school are going to be for your later life? Now thinking back over the past year in school, how often did you:* <ol style="list-style-type: none"> Enjoy being in school? Hate being in school? Try to do your best work in school? 	<p>Communities That Care Survey (CTC): School Connectedness</p> <ol style="list-style-type: none"> All of the time Most of the time Sometimes Almost never Never Very interesting Interesting OK: Neither interesting nor boring Boring Very boring Very important Important In the middle: Neither important nor unimportant Not important Not important at all 4 A-C All of the time Most of the time Sometimes Almost never

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			<p>Communities That Care Survey (CTC): School Connectedness, Risk</p> <p>1. During the LAST FOUR WEEKS, how many whole days have you missed school because you skipped or "cut"?</p> <p>2. Putting them all together, what were your grades like last year?</p>	<p>Never</p> <p>1. None 1 2 3 4-5 6-10 11 or more</p> <p>2. Mostly As Mostly Bs Mostly Cs Mostly Ds Mostly Fs</p>
Academic Success	Expectations of Academic Success		<p>Chicago Longitudinal Study</p> <p>1. How far in school do you think you will get?</p>	<p>Chicago Longitudinal Study</p> <p>1. Youth Survey: Grade 8 Some high school High school College</p> <p>Teen Survey: Some high school High school graduation Finish vocational or trade school 1 or 2 years of college 4-year college degree Masters degree, Ph.D., M.D., or equivalent</p>
Academic Success	Work Experience	THE NEXT QUESTION IS ABOUT YOUR WORK EXPERIENCE.	<p>1. Did you have a full-time or part-time job for pay last summer? (Teen survey only)</p>	<p>1. This does not apply to me. I am not old enough to work. No - I did not look for a job last</p>

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				summer. No - I looked for a job last summer but could not find one. Yes - I had a part-time job last summer. Yes - I had a full-time job last summer.
Good Character & Citizenship	Club/Community Service	THE NEXT QUESTION(S) IS/ARE ABOUT YOUR COMMUNITY SERVICE EXPERIENCES.	<p>1. In the last year, how often have you volunteered in your school, neighborhood, or out in the community? (Teen survey only)</p> <p>2. In the last year, how often have you helped out at the Boys & Girls Club, for example, tutoring younger members, leading activities, planning events at the Club, etc.? (Teen survey only)</p> <p>In the last year, how often have you helped out at the Club, for example, helped out with snack time, taken care of equipment, worked at a special event like a party, etc.? (Youth survey only)</p>	<p>1-2. Never About once a year About once a month About once every two weeks About once a week or more</p>
Good Character & Citizenship	Involvement with Juvenile Justice	THE NEXT QUESTION ASKS ABOUT YOUR INVOLVEMENT WITH THE POLICE.	1. How many times, if any, have you been arrested in the past 12 months? (Teen survey only)	<p>1. None One Two or more times</p>
Good Character & Citizenship	Conflict Resolution	FOR EACH OF THE FOLLOWING STATEMENTS, CHOOSE THE ANSWER THAT BEST DESCRIBES YOU. (Please choose one answer for each statement.)	<p>PPV: Conflict resolution (5 items, $\alpha = .57$ Teen, .66 Youth)</p> <p>1. When I have problems with other people my age, I yell at them. 2. When I have problems with other people my age, I talk to an adult about it. 3. When I have problems with other people my age, I push or hit the other person so that it doesn't happen again. 4. When I have problems with other people my age, I talk things over with them. 5. When other people my age try to hit me or push me around, I fight back.</p> <p>Centers for Disease Control, Youth Risk Behavior Survey 6. During the past 12 months, how many times were you in a physical fight? (Teen survey only)</p>	<p>PPV: Conflict resolution 1-5. Not at all true Not very true Sort of True Very true</p> <p>CDC, YRBS: Fighting 6. 0 times 1 time 2 or 3 times 4 or 5 times 6 or 7 times 8 or 9 times 10 or 11 times</p>

Good Character & Citizenship	Leadership	THE NEXT FEW QUESTIONS ARE ABOUT WORKING WITH OTHER PEOPLE YOUR AGE. HOW MUCH DO YOU AGREE OR DISAGREE WITH EACH OF THE FOLLOWING STATEMENTS?	<p>Chi, Jastrzab, Melchoir, (EBCC Survey 2005): Selected items from leadership efficacy scale</p> <ol style="list-style-type: none"> Once I know what needs to be done, I am good at planning how to do it. I am pretty good at organizing a team of kids to do a project. If I'm the leader of a group, I make sure that everyone in the group feels important. I feel like I can stand up for what I think is right, even if my friends disagree. 	<p>Chi, Jastrzab, Melchoir, (EBCC Survey 2005): Leadership Efficacy</p> <ol style="list-style-type: none"> 1-6. Strongly Agree Agree Disagree Strongly Disagree 	12 or more times
Healthy Lifestyles	Physical Activity	THE NEXT QUESTION IS ABOUT HOW MUCH EXERCISE YOU GET.	<p>Centers for Disease Control, Youth Risk Behavior Survey: Physical Activity</p> <ol style="list-style-type: none"> During the past 7 days, on how many days were you physically active for a total of at least 60 minutes per day? (Add up all the time you spend in any kind of physical activity that increases your heart rate and makes you breathe hard some of the time.) (Teen survey only) <p>In the last 7 days, on how many days did you exercise, dance, or play sports for at least an hour? (Youth survey only)</p>	<p>CDC, YRBS: Physical Activity</p> <p>For both teen and youth age survey:</p> <ol style="list-style-type: none"> 1. 0 days 1 day 2 days 3 days 4 days 5 days 6 days 7 days 	
Healthy Lifestyles	Nutrition	TAKE A MINUTE AND THINK ABOUT ALL THE FOODS YOU ATE YESTERDAY. WHAT DID YOU EAT FOR BREAKFAST? FOR LUNCH? FOR DINNER? FOR SNACKS? OK....NOW ANSWER THESE NEXT QUESTIONS.	<p>California Healthy Kids Survey (CHKS): Nutrition, with an additional item on water</p> <p>During the past 24 hours (yesterday), how many times did you ...</p> <ol style="list-style-type: none"> 1. Drink milk or eat yogurt? (in any form, including in cereal) 2. Drink soda pop? 3. Drink 100% fruit juices, such as orange, apple or grape? (Do not count punch, Kool-Aid, sports drinks, and fruit-flavored drinks.) 4. Eat french fries, potato chips, or other fried potatoes? 5. Eat fruit? (Do not count fruit juice.) 6. Eat vegetables? (Include salads and nonfried potatoes.) 7. Drink water (such as from a glass, bottle, or fountain)? 	<p>California Healthy Kids Survey (CHKS): Nutrition</p> <ol style="list-style-type: none"> 1-6. 0 times 1 time 2 times 3 times 4 times 5 or more times 	
Healthy Lifestyles	Avoidance of Risky Behaviors, Tobacco	THE NEXT 2 QUESTIONS ASK ABOUT CIGARETTE	<p>Centers for Disease Control, Youth Risk Behavior Survey: Teen Cigarette Smoking (Teen survey only)</p> <ol style="list-style-type: none"> 1. Have you ever tried cigarette smoking, even one or two puffs? 	<p>CDC, YRBS: Teen Cigarette Smoking</p> <ol style="list-style-type: none"> 1. 	

CONFIDENTIAL INFORMATION. DO NOT DISSEMINATE.

*Please note: Items marked with an asterisk may be removed from the National Outcomes Survey in 2015.

		SMOKING.	2. During the past 30 days, on how many days did you smoke cigarettes?	No Yes 2. 0 days 1 or 2 days 3 to 5 days 6 to 9 days 10 to 19 days 20 to 29 days All 30 days
Healthy Lifestyles	Avoidance of Risky Behaviors, Alcohol	THE NEXT 2 QUESTIONS ASK ABOUT DRINKING ALCOHOL. THIS INCLUDES DRINKING BEER, WINE, WINE COOLERS, AND LIQUOR SUCH AS RUM, GIN, VODKA, OR WHISKEY. FOR THESE QUESTIONS, DRINKING ALCOHOL DOES NOT INCLUDE DRINKING A FEW SIPS OF WINE FOR RELIGIOUS PURPOSES.	Centers for Disease Control, Youth Risk Behavior Survey: Teen Alcohol Use (Teen survey only) 1. During your life, on how many days have you had at least one drink of alcohol? 2. During the past 30 days, on how many days did you have at least one drink of alcohol?	CDC, YRBS: Teen Alcohol Use 1. 0 days 1 or 2 days 3 to 9 days 10 to 19 days 20 to 39 days 40 to 99 days 100 or more days 2. 0 days 1 or 2 days 3 to 5 days 6 to 9 days 10 to 19 days 20 to 29 days All 30 days
Healthy Lifestyles	Avoidance of Risky Behaviors, Marijuana	THE NEXT 2 QUESTIONS ASK ABOUT MARIJUANA USE. MARIJUANA ALSO IS CALLED GRASS OR POT.	Centers for Disease Control, Youth Risk Behavior Survey: Teen Marijuana Use (Teen survey only) 1. During your life, how many times have you used marijuana? 2. During the past 30 days, how many times did you use marijuana?	CDC, YRBS: Teen Marijuana Use 1. 0 times 1 or 2 times 3 to 9 times 10 to 19 times 20 to 39 times 40 to 99 times 100 or more times 2. 0 times

CONFIDENTIAL INFORMATION. DO NOT DISSEMINATE.

*Please note: Items marked with an asterisk may be removed from the National Outcomes Survey in 2015.

Healthy Lifestyles	Avoidance of Risky Behaviors, Sexual Activity	THE NEXT 2 QUESTIONS ASK ABOUT SEXUAL BEHAVIOR	Centers for Disease Control, Youth Risk Behavior Survey: Teen Sexual Behavior (Teen survey only) 1. Have you ever had sexual intercourse? 2. How old were you when you had sexual intercourse for the first time?	1 or 2 times 3 to 9 times 10 to 19 times 20 to 39 times 40 or more times CDC, YRBS: Teen Sexual Behavior 1. Yes No 2. I have never had sexual intercourse 11 years old or younger 12 years old 13 years old 14 years old 15 years old 16 years old 17 years old or older
Survey Reliability	Survey Reliability		1. How honest were you when you filled out this survey? (Please choose one answer.)	1. Very honest Sort of honest Not very honest Not honest at all



Scott LaChasse
Chief of Police

BURBANK POLICE DEPARTMENT

200 North Third Street, Burbank, CA 91502

OFFICIAL NEWS RELEASE

BPD RECOGNIZED BY THE NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

DATE: September 25, 2014

The Burbank Police Department was recently recognized by the National Center for Missing & Exploited Children® (NCMEC) for our commitment to protecting children by successfully completing the necessary criteria to become members of the Missing Kids Readiness Project. The Burbank Police Department was one of just **three** law enforcement agencies in the United States who had achieved this status, and the **first** within the state of California! This certification includes the adoption of a policy which conforms to the NCMEC standard as well as readiness training to all Communications Center dispatchers and first responders.

Those at the National Center for Missing & Exploited Children® believe every child deserves a safe childhood. For 30 years they have been at the forefront of the fight to keep children safer from abduction and sexual exploitation. They provide the resources needed to help protect children and prevent these devastating crimes committed against them.

The Burbank Police Department's name now appears on the NCMEC website: <http://www.missingkids.com/MKRP/Members>.



QUESTIONS REGARDING THIS STATEMENT MAY BE DIRECTED TO
OFFICER JOSHUA KENDRICK, @ 818-238-3223

24-Hour: 818-238-3000

PRESS INFORMATION OFFICE: 818-238-3240

DETECTIVE BUREAU: 818-238-3210

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CRIME STOPPERS: 800-222-TIPS (8477)

WWW.NIXLE.COM

PUBLIC SERVICE MESSAGE



memorandum

DATE: September 23, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: Planning Board Actions of September 22, 2014

At the regular meeting of September 22, 2014, the Planning Board discussed the following items:

REPORTS

1. Revisions to the Wireless Telecommunications Facilities Ordinance:

On August 26, 2014, the City Council directed staff to move forward with changes to Wireless Telecommunications Facilities regulations. Staff presented an update to the Board following the City Council study session.

The Board provided input and Note and Filed the report. Staff will conduct further analysis and propose a revised ordinance to the Board and City Council for approval at a later date.

2. Study Session on a Historic Sign Survey

Staff presented an update to the Board on the Historic Sign Survey. The Board provided input and Note and Filed the report.

A City Council Study Session is tentatively scheduled on October 28, 2014 and a proposed Historic Sign Preservation Ordinance will be presented to both the Board and City Council for approval within the next few months.

UNAPPROVED

**BURBANK WATER AND POWER BOARD
MINUTES OF MEETING
SEPTEMBER 4, 2014**

Mr. Smith called the regular meeting of the Burbank Water and Power Board to order at 5:15 p.m. in the third floor Board room of the BWP Administration Building, 164 West Magnolia Boulevard, Burbank, California.

Ms. Hovanessian led the Pledge of Allegiance to the Flag.

ROLL CALL

Present: Mr. Olson, Mr. Smith, Mr. Eskandar, Mr. Ford, Ms. Kronzek, Mr. Leclair, Ms. Hovanessian

Present: Mr. Davis, General Manager; Mr. Liu, Chief Financial Officer; Mr. Somoano, Assistant General Manager, Electric; Mr. Fletcher, Assistant General Manager, Power; Ms. Fletcher, Assistant General Manager, Customer Service and Marketing; Mr. Compton, Assistant General Manager – Chief Technology Officer; Mr. Mace, Assistant General Manager, Water; Ms. Hillesland, Administrative Officer; Mr. Chwang, Sr. Assistant City Attorney; Ms. Riley, Sr. Assistant City Attorney; Ms. McGinley, Legislative Analyst; Mr. Peck; Manager, Customer Service Operations, Mr. Hernandez; Customer Service Representative III, Ms. Hickman, Recording Secretary.

INTRODUCTION OF ADDITIONAL AGENDA ITEMS

None requested.

ORAL COMMUNICATIONS

Mr. Smith called for oral communications at this time. No one asked to speak.

CONSENT AGENDA

It was moved by Mr. Eskandar, seconded by Ms. Kronzek and carried 6-1 to approve the minutes of the regular meeting of August 7, 2014. Mr. Olson, Mr. Smith, Mr. Eskandar, Mr. Ford, Ms. Kronzek and Mr. Leclair voted yes. Ms. Hovanessian abstained.

REPORTS TO THE BOARD**BWP OPERATIONS AND FINANCIAL REPORTS**

Mr. Liu presented BWP's financial update for July. Staff discussed how conservation is affecting sales and budget. It was noted that there was a spike in usage for the EV charging program last month. Mr. Davis commented that there are more electric vehicles charging more often. Mr. Smith asked if there were any unit failures or vandalism to report. Staff responded none. Staff was asked if there is any update on the Balancing Agreement. It was reported that there had been a meeting last month and the agreement will probably take 4-5 months to complete.

Mr. Davis, Mr. Liu, and Mr. Mace responded to Board member questions.

No action was taken.

FISCAL YEAR 14-15 CITY COUNCIL RATE VIDEO

A segment of the video from the June 17 City Council meeting capturing Mr. Davis' Fiscal Year 2014-15 budget rate discussion was shown.

Mr. Davis responded to Board member questions.

No action was taken.

CREDIT FEES

Mr. Peck presented an overview of BWP's late fee policy and practice. He reported that prior to 2005 BWP had no late fees. Some customers delayed payment and were essentially using the utility as their bank for low cost credit. In 2005 Council approved imposing a 1.5% late fee on past due municipal services bills. Prior to the late fee almost half of our customers were taking over 30 days to pay. Since the late fee was imposed, 93% of customers are paying on time. All bills are due and payable upon receipt. The late fee is assessed at day 24.

Mr. Davis, Mr. Peck and Ms. Fletcher responded to Board member questions.

No action was taken.

BROWN ACT

Ms. Riley and Mr. Chwang from the City Attorney's Office provided instruction on what the Brown Act is and how governance operates within it guidance to the Board.

Ms. Riley and Mr. Chwang responded to Board member questions.

No action was taken.

Mr. Leclair and Ms. Kronzek departed at 7:25 p.m.

SUSTAINABLE BURBANK COMMISSION REPORT

Mr. Eskandar reported that the Commission discussed the following at the August 18 meeting:

- Urban lumber
- Community Garden at Chandler and Pass
- Suggestions for uses of the \$300,000 holding account
- Facebook page

COMMENTS AND REQUESTS FROM BOARD MEMBERS

Mr. Olson asked about the proposed water bond. Would the money coming back to the local utilities impact our recycle Water Master Plan? Mr. Davis responded.

Ms. Hovanessian saw an article in the Burbank Leader about the \$2.7 million cost for street repairs and wondered if that could be a situation where we can piggyback with other departments. Mr. Davis responded.

Mr. Smith commented that since we have reached the 33% renewable point he would like to see a report on any affects noticed on system stability anticipated with increased renewables. Are there any system impacts of integrating renewables? He would like to see this item agendized.

Mr. Eskandar asked if we did a lottery for the solar rebates. Ms. Fletcher commented that there wasn't a need to have a lottery. Staff received 160 applications and all are eligible. Staff is waiting to see if the west facing requirement passes.

Mr. Olson asked for an update on the electrification demonstration project. Mr. Davis responded that it is pending the Council presentation on September 23.

Ms. Hovanessian would like a brief update on BWP's assistance program. Mr. Davis will have a report prepared.

INFORMATION FROM STAFF

Legislative Update.

Ms. McGinley reported that the Legislature adjourned and 800 bills have gone to the Governor's Office for his signature. Among those waiting for the Governor's signature are the groundwater sustainability regulations and the water bond. The bill that mandated the purchase of Imperial Valley geothermal energy, and included a hidden tax on rate payers, did not pass the Legislature.

APPA Governance Training.

Ms. McGinley informed the Board that BWP can offer Governance training provided by APPA if there is an interest.

IPP & MWD Inspection Trips.

Ms. McGinley announced that the trip to the Intermountain Power Project in Utah will take place on September 22. More details will be provided as they come.

Drought Update.

Mr. Mace presented a brief update on California's drought and what BWP is doing to get the message out to its customers on conserving water. Water use has dropped about 4%.

ADJOURNMENT

The meeting was adjourned at 8:21 p.m. The next meeting will be held on Thursday, October 2, 2014, at 5:00 p.m. in the third floor Board room at Burbank Water and Power.

Pat Hickman
Recording Secretary

Ron Davis
Secretary to the Board

Jordan Smith, Chair, BWP Board

TRAFFIC COMMISSION
SEPTEMBER 18, 2014

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

Members Present:

Robin Gemmill, Rebecca Granite-Johnson, Kevin Harrop, Brian Malone, Paul McKenna Jr, Joe Terranova

Members Absent:

Linda Barnes, David Carletta, Vanessa Rachal

I. ORAL COMMUNICATIONS:

- A. Public Input – Charlotte Carpenter Lewis, Juan Guillen, and Mike Nolan spoke under Report VIB, below.
- B. Commission Members – None.
- C. Staff Communications – Ken Johnson briefly updated the Commission on the IKEA project status.

IV. APPROVAL OF MINUTES:

The August 28, 2014, minutes were approved.

V. PUBLIC HEARINGS:

None

VI. REPORTS:

- A. Subcommittee Reports:
Traffic Controls Near Schools Subcommittee

Staff sent the subcommittee an inventory of traffic controls near schools. Further review will occur as school has been in for a little while and traffic patterns are stabilizing. Roosevelt and Washington Schools both requested 4-way stops near their schools. Staff and Subcommittee members will meet soon to further discuss.

Staff Reports:

- B. Parking in the 3400 Block of Magnolia Blvd. and Costs of a Marked Crosswalk

Commissioners continued their discussion from their August meeting about parking near businesses on the 3400 block W Magnolia Blvd. Several options were discussed. Charlotte Carpenter Lewis, Juan Guillen, and Mike Nolan provided public comment.

Motion made by McKenna, seconded by Malone, [re: petition to change parking limits from 2-hr to 1-hr that Ms. Carpenter Lewis said was turned in previously to the City] that once the petition is resubmitted/located, if it meets the criteria, to implement 1-hr parking on the North side of the 3400 block of W Magnolia Blvd, to be reevaluated after a period of 60 days. Motion passed 4-2, Gemmill, Harrop, Malone, and McKenna voting yes, and Granite-Johnson and Terranova voting no.

Motion made by Harrop, seconded by Malone, to encourage the City Traffic Engineer to change the adjacent unrestricted [side street] commercial area to 2-hr parking. The motion passed unanimously.

Motion made by Malone, seconded by Terranova, to support staff's recommendation to increase half of the church parking lot [near Magnolia] supply duration to 4 hours to encourage employee parking. Motion did not pass, with a 2-4 vote, Malone and Terranova voting yes, Gemmill, Granite-Johnson, Harrop, and McKenna voting no.

Motion made by Malone, seconded by Gemmill, to support staff's recommendation against the installation of an uncontrolled marked crosswalk across W Magnolia Blvd (at Lima St). The motion passed unanimously.

Staff will report back to the Commission within a few months with more information on this topic.

C. Preliminary Cost Estimate of Reconfiguring the Verdugo and Toluca Park Intersection

In response to a request from the Traffic Commission, staff presented information on the estimated cost of reconfiguring the intersection of Verdugo Ave and Toluca Lake Dr, to have Toluca Lake Dr intersect Verdugo Ave at right angles. Staff indicated the cost was significant, and accident data did not indicate driver sight issues at the intersection. No action was recommended.

D. Electric Vehicle Charging Stations

Staff requested input on how the BMC should be changed to better match the California Vehicle Code re: electric vehicle charging stations and allow PD to cite those violating such code, as well as support for installation of on-street electric vehicle charging stations.

Motion made by Malone, seconded by McKenna, to endorse installation of signage for off-street electric vehicle charging stations, and to support staff's proposed amendment to the BMC section 6-1-1015 (B). Motion passed unanimously.

VII. REVIEW OF FUTURE AGENDA ITEMS:

The Traffic Commission identified five potential items for the October meeting:

- 1) Pedestrian countdown traffic signal operations near potential new IKEA site
- 2) Status update on I-5 projects
- 3) Discussion on how the Traffic Commission orders public speaking time
- 4) Clarification on whether address is required for public speakers (if City Attorney staff available)
- 5) Victory/Burbank traffic situation causing back up of vehicles going east

VIII. ADJOURNMENT:

The meeting was adjourned at 5:47 p.m.

September 3, 2014
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Susan Widman, Chairperson
Matthew Doyle, Vice-Chairperson
David Nos, Secretary
Jacqueline Waltman

Also present: Janel Byrne, Administrative Analyst II
Grace Coronado-Cervantes, Administrative Analyst II
Betsy Dolan, Management Services Director
Marisa Garcia, Asst. Park, Recreation & Community Services Director
Brady Griffin, HR Manager
Kathleen Hillesland, Administrative Officer – BWP
Jessica Sandoval, Executive Assistant
Terry Stevenson, Senior Assistant City Attorney
Julianne Venturo, Asst. Management Services Director
Judie Wilke, Park, Recreation & Community Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Election of Officers

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Mr. Nos and carried 4-0 to appoint Ms. Widman as Chair. It was moved by Ms. Waltman, seconded by Mr. Nos and carried 4-0 to appoint Mr. Doyle as Vice-Chair and Mr. Nos remains the Secretary.

Approval of Minutes

MOTION CARRIED: It was moved by Ms. Waltman, seconded by Mr. Nos (with Mr. Doyle abstaining) and carried 3-0 to approve the minutes of the regular meeting of August 6, 2014.

Proposed Amendments to Classification and Pay Plan

- ESTABLISHMENT OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATIONS OF FACILITY ATTENDANT I AND FACILITY ATTENDANT II

RECOMMENDATION: Note and file.

Recruitment and Selection Report – August 2014

RECOMMENDATION: Note and file.

Appointments and Assignments – September 2014

For the month of September 2014, there was one provisional appointment extension needed. The extension was sought on behalf of Burbank Water and Power.

MOTION CARRIED: It was moved by Mr. Doyle, seconded by Ms. Waltman and carried 4-0 to approve the Appointments and Assignments for the month of September 2014.

Discussion of the Civil Service Board's Oversight Responsibilities

RECOMMENDATION: Staff and the Board discussed the report and there was consensus for staff to bring back the Work Program and Performance Indicators February 2015, depending on workload, the Citywide Training information on or before February 2015, and the Department's budget information in the fall of 2015.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 5:25 p.m.

Julianne Venturo
Assistant Management Services Director

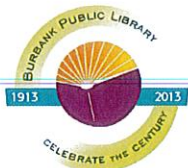
APPROVED:

Susan Widman, Chairperson

DATE _____

David Nos, Secretary

DATE _____



**CITY OF BURBANK
LIBRARY SERVICES DEPARTMENT
MEMORANDUM**

DATE: September 26, 2014

TO: Mark Scott, City Manager

FROM: Sharon Cohen, Library Services Director

SUBJECT: Weekly Library Report

The Friends of the Burbank Public Library support and fund Library programs for all ages. In Fiscal Year 2013-14, they provided resources which benefited thousands of residents.

Children's Programs: For the annual summer reading programs, the Friends funded 27 performances at 3 libraries for first to eighth grade students with over 4,753 attendees, and 14 performances for pre-school children and toddlers with 3,086 attendees. They provided books for elementary book clubs at the Northwest branch with 12 regular attendees. Friends also funded 9 family night programs and 1 family day program with over 1,160 attendees. They funded movie licenses for morning and after-school movies viewed by over 1,950 attendees. In addition, over 1,670 school age children came to the Star Wars Book Party, Animal Book Party, Wimpy Kid Party, "cool" crafts at Northwest Branch, and various seasonal programs.

Young Adult Programs: Friends funded all of the teen programs including summer reading program activities, and other special programs such as book clubs, craft program, SAT essay seminar, writing workshops and movie programs. In all, 791 teens attended these programs.

Adult Programs: They funded 74 programs for adults, such as Summer Reading Club for Adults, numerous author events, music programs, and special summer concert series. Approximately 5,196 people enjoyed these programs. Friends also partially funded two special events put on by Shakespeare's @ Play.

Important Updates for the Burbank City Council

September 26, 2014

Sergeant Completes Sherman Block Leadership Institute

On September 5, 2014, Sergeant Kerry Schilf completed the Sherman Block Leadership Institute Program. SBLI is a program designed to stimulate personal growth, leadership, and ethical decision-making in California law enforcement front-line supervisors. SBLI consists of eight 24 hours sessions presented over eight months. The curriculum takes students through an analysis of management (planning, organizing, directing, etc.) and leadership (inspiring, challenging, developing, etc.) and how each discipline compliments the other. The graduation was on the USS Midway in San Diego and the ceremony was attended by Chief LaChasse.



Hollywood Way Improvement Project

The City's contractor will begin work on Hollywood Way between Alameda Avenue and Clark Avenue in October. The work includes concrete repairs, accessibility improvements and resurfacing of the street. Notices of the work will be hand delivered to each property affected and the City's changeable message boards will be utilized to give drivers advance warnings of the work. The work is scheduled to be completed by December.

BPD Earns Certification

The Burbank Police Department's first responders and Communications Operators successfully completed the necessary criteria, as established by the National Center for Missing & Exploited Children (NCMEC), to become members of the Missing Kids Readiness Project. The Department is now one of just three law enforcement agencies in the United States who has achieved this status, and also the first within the state of California.

Public Artwork Gets Refreshed



The Park, Recreation and Community Services Department managed the recent makeover of the "Pivot". The project, located at the Downtown Burbank Metrolink Station, included a thorough cleaning of the art piece and the replacement of several tiles and mirrored panels. Originally installed in 1998, under the Art in Public Places Program, this 6 ft. by 8 ft. public artwork by artist Paul Tzanetopoulos, features curvilinear and flat surfaces, depicting forms of transportation and movement. The use of color and texture provides a visual reference to Burbank's film industry. The octagonal pattern includes mirrored panels referencing the compass points.

Library Successfully Launches Fall Storytimes

Over 450 people took part in the first week of Fall Storytimes, which began on September 9, 2014 at the Burbank Public Library, including Toddler, Pre-school, and the inaugural Baby Storytime. In addition to the Storytimes that week, the Children's programs included Lego Club, Crafty Kids and school visits. In all, the Library served about 700 people in Children's programming alone from September 9, 2014 until September 13, 2014.



2014 Orange County Traffic Officers Association Motor Rodeo



On September 10, 2014, Burbank Motors Chris Robarts, Tim Dyrness, Joe Henry, Barry Smith, Randy Lloyd, Ryan Murphy, and Dan Turpin, competed in the OCTOA's "Top Gun" Motor Rodeo. This skill program draws over 200 Motors from across the state. Competitors were challenged to complete a variety of complex patterns and the "top gun" finale competition. The squad competed well, earning second place in the team competition. Officer Ryan Murphy excelled, reaching the quarter-finals in the individual competition.

Upcoming Local Authors' Showcase

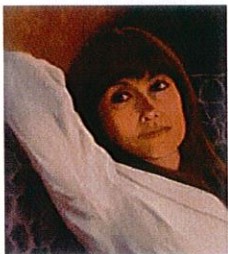
Join the Burbank Public Library for a Local Authors' Showcase in the Meeting Room of the Buena Vista Branch Library on Saturday, October 18, 2014 from 1:00 to 4:00pm. There will be over 50 authors of books on a variety of topics. Residents are encouraged to discover new books, connect with new authors, and dive into their favorite genre as the Library celebrates Burbank's local authors.



Police Chief Serves as Panel Member at National Conference

On September 18, 2014, Chief LaChasse participated on a panel entitled "Accountability at 2:00am: Oversight's Role in a Progressive Police Culture" at the annual National Association for Civilian Oversight for Law Enforcement (NACOLE) conference in Kansas City. Vice Mayor Frutos and Police Commissioners Pletcher, Hergelian, and Stearns-Niesen attended the week-long conference, which provided invaluable information and insight.

The Art of Seven Exhibit



The Creative Arts Center will debut "The Art of Seven" exhibit on Friday October 3, 2014 from 7:00 to 9:00pm. Seven award winning artists including Jay Beynon, Ignacio Gomez, Pete Graziano, Ron Kriss, Joe Marino, Steve Santillan, and August Santistevan Seven will each display their unique style of art, using oils, acrylics, watercolor, prisma pencil, graphite, clay and 3-dimensional materials to create a variety of subject matter. The exhibit will include landscapes, portraits, figure drawings, sculptures and graphic design.

National Community Planning Month

Each year, the American Planning Association encourages cities to celebrate planning during October as a way to raise the visibility of planning and the important role that it plays in communities across the nation. The Planning & Transportation Division is proud to participate and the Community Development Department hopes to provide interesting ways for the people of Burbank to learn more about urban planning in the Burbank community. This year's theme is "Health and Prosperity." In the spirit of the theme, residents can take a bicycle tour throughout Burbank where they can get some fresh air, exercise, and see the City from different perspectives. The Community Development Department also brought back the Scavenger Hunt from last year with a few new places to discover. The City Council will also be presenting a proclamation to all professional and amateur planners in Burbank who help to make the City a better place to live, work, and play.